

To: Ferguson, Ralph[Ferguson.Ralph@epa.gov]
Cc: Milbeck, Regina[Milbeck.Regina@epa.gov]; Brown, Cynthia[Brown.Cynthia@epa.gov]; Robinson, Kathleen[Robinson.Kathleen@epa.gov]; Bielenberg, Ben[Bielenberg.Ben@epa.gov]; Poetter, Joe[poetter.joe@epa.gov]; Meltzer, Kathy[Meltzer.Kathy@EPA.GOV]; Phillips, John[Phillips.John@epa.gov]
From: Day, Richard
Sent: Tue 8/18/2015 10:52:36 PM
Subject: Re: Site Charging Guidance for Gold King Mine Site

Ralph,

For employees who do not have a need to charge 100% of their hours to GKM, they would simply add the site charge to their timecard as needed while leaving their normal FAN in tact. The office Timekeepers should be able to add the site as an account code favorite without changing the normal FAN of the employee. This will allow all employees to record any time worked to the GKM site while charging their normal fan to all time not spent working on GKM.

Thank you,

EOC Finance

From: Ferguson, Ralph
Sent: Tuesday, August 18, 2015 6:20 PM
To: EOC Finance
Cc: Milbeck, Regina; Brown, Cynthia; Robinson, Kathleen; Bielenberg, Ben; Poetter, Joe; Meltzer, Kathy; Phillips, John
Subject: Site Charging Guidance for Gold King Mine Site

Good Evening,

We are seeking guidance and/or clarification on the part of the guidance document that addresses how employees working on GKM would charge their regular hours against their current FAN with the GKM Site Project (A8K9RV00) . This methodology works for someone who is working 100% GKM for the full two weeks of a pay period. The current pay period is a good example: someone working 100% GKM 8/9 to 8/22 could be appropriately charged to their FAN with the GKM site project.

Where we run into issues is employees who are not working 100% regular hours on GKM. Example: someone deployed for the first 8 days of the pay period (8/9-8/16) and the remaining 6 days are not in support of GKM or an employee who is only working partial days on GKM. If we

add the site project A8K9RV00 to their FAN in PPL+ it will automatically charge all regular hours to the site project regardless of their amount of work on the site.

This poses a major tracking issue if the overall intent is to track all hours spent on GKM? We have the possibilities of over or underreporting regular hours.

I have included the financial people involved in this response both in the field and in our respective regional offices. We urgently need an answer on this because time cards are due tomorrow and we want to ensure we get this right the first time.

Thank you,

Ralph Ferguson

Supervisory Accountant
Office of the Regional Comptroller – Accounting Services Section
US Environmental Protection Agency - Region 6
Office: 214-665-2147

Cell: 817-564-4509

Fax: 214-665-8505

ferguson.ralph@epa.gov

